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4 Dec. - LTSADMINISTRATIVE INSTRUCTION
NUMBER

25X1A

SUBJECT: Promotion of Civilian Employees Paid from Vouchered Funds
(Adminis. Instruction dated 16 June 1947 is rescinded)

25X1A

1. Civilian employees may be promoted to higher classification grades within this agency subject to:

- a. Existence of a suitable vacancy.
- b. Complete qualification of the individual for the vacancy in accordance with established standards, including background of education, experience, and personal achievement.
- c. Promotion normally being for one grade only, except where no intermediate grade has been established.
- d. (1) A "Very Good" or "Excellent" efficiency rating for a period of six months immediately preceding the date of recommendation for promotion.

(2) Promotion to grades P-7 and P-8 or their equivalents will require an "Excellent" rating for twelve months immediately preceding the date of recommendation for promotion.

2. a. Particular consideration will be given by recommending and approving authorities to:

(1) Demonstrated ability by actual performance, in a very good or better manner, of the duties of the grade and position for which recommended.

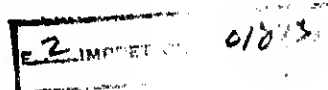
(2) A previous record of steady advancement or achievement sufficient to avoid the implication of too rapid advancement, particularly to the higher grades and responsible supervisory or key technical positions.

b. Each individual case will be decided separately on its own merits after full consideration of all factors which may affect it.

3. Each Assistant Director and Staff Head should establish and administer an internal policy on which to base his recommendations for promotion, based on:

a. Personal knowledge of the capabilities of all individuals under his jurisdiction.

b. Primary opportunity for advancement of individuals currently employed. Length of service with CIA should be given special consideration where warranted.

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c. Stimulation of a competitive spirit on the part of employees of equal grade and responsibilities to qualify for promotion on a basis of comparative productive efficiency and supervisory ability.

d. Office-wide control to avoid, where possible, restricting promotion opportunities to a narrow field.

4. After considering all factors indicated above, the recommending and approving authorities will use the following table as a general guide in determining appropriate time in grade qualifications of the individual concerned:

P	SP	CAF	CPC	TIME IN GRADE
	1	1	1	
	2	2	2	3 Months
	3	3	3	
	4		4	
	5	4	5	
1	6	5	6	6 Months
	7	6	7	
2	8	7	8	9 Months
		8	9	
			10	
3		9		12 Months
		10		
4		11		15 Months
5		12		18 Months
6		13		21 Months
7		14		24 Months

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